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26 APR 1960

MEMORANDUM FOR: Comptroller

SUBJECT : Advances Against Transfer Allowances

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1. At the request of Chief of Operations, Deputy Director (Plans), Mr. [REDACTED] of the SSA-DD/S Staff conducted a study of out-of-pocket expenses incurred by personnel assigned overseas. Out-of-pocket expenses were defined in the study as costs in excess of those normally incurred at headquarters and include: insurance on effects and automobile, additional clothing and household equipment, hidden costs connected with moving, temporary living, and the operation of the household overseas. The study concluded that the average out-of-pocket expenses of overseas assignees amounted to from \$400.00 to \$1,200.00, depending upon the employee's grade, size of family, type of automobile and domicile, normal standard of living, and the post of assignment.

2. The SSA-DD/S reviewed the study and recommended that pending determination of the fate of HR-7758 (Bill providing for a revised system of allowances, differentials, and related fringe benefits), the Agency take no action other than to consider the desirability of permitting the advancing of funds at headquarters against the overseas transfer allowance in those instances where such an allowance would be applicable. This consideration is based on the fact that an employee incurs the greatest out-of-pocket expenses just prior to his departure for an overseas assignment and usually must obtain loans from the Credit Union or elsewhere in order to meet those expenses. Although the advancing of funds against the overseas transfer allowance would not cover all cases, or even the full amount of the fund requirement for those employees who would be eligible for such an allowance, it would reduce the financial burden on some employees to the extent of the amount involved.

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3. The scope of [REDACTED] appears to be broad enough to permit this type advance in those cases wherein an overseas transfer allowance will be payable upon the employee's arrival at his overseas post of assignment. I would have no objection to the Central Processing Branch approving advances for this purpose along with the required travel advances. Officials approving such advances must remind the employee that:

- a. A transfer allowance claim is to be processed as soon as possible after arrival overseas in order to settle the advance made at headquarters,

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- b. In those instances wherein the employee, for whatever reason, does not complete the transfer to the overseas post, the full amount of the transfer allowance advance must be refunded immediately upon determination that the transfer action is to be canceled, and

c.



25X1C4a

(signed) H. Gates Lloyd  
H. Gates Lloyd  
Acting Deputy Director  
(Support)

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*Orig. to Mr. [redacted]  
on 4 May 60 - asked  
to discuss after [redacted]  
had read it*

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